

Local Road Closure Rental – Quick Reference Guide

In order to meet requirements, **field personnel** will create a daily work report (DWR) record and document the Local Road Closure Rental days.

DWR Template:

CNST09001d - Local Road Closure Rental

Instructions:

1. Create the DWR
2. Select the Road Closure Assessment line item:
3. Input Contractor and location data
4. Click the DWR template button and select the template
5. Fill out the template
 - a. Corrective DWR Entry
 - i. Select "No"
 1. Unless you are correcting a DWR template for a locked DWR
 2. Or if you need to add an entry for a date other than the current DWR Date
 - b. Road Closure Rental Type
 - i. From the drop-down list, select the type of road closure for the DWR Date
 - ii. If multiple types are required for a day, press the New button and fill out the addition type
6. Comments
 - a. Visibility
 - i. External comments will be viewable to the public
 - ii. Internal comments will only be viewable for NDOT teammates
 - b. Required
 - i. Comments must be entered, when a corrective entry is made
 - ii. Explain why the correction was made